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SECURITY INFORMATION

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Assistant Director for Operations

DATE: 1 December 1953

FROM : Chief, Contact Division

SUBJECT: Administrative Assistant Positions

25X1A

REF. : Acting Personnel Director Secret Memo to ADD/A,  
dated 18 November 1953, same subject

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1. In referenced memorandum, the Assistant Personnel Director has concluded that after consideration of all of the administrative and classification aspects involved, OO/C [REDACTED] Administrative Assistant positions warrant allocation to grade GS-9. In reaching this conclusion he indicates:

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"3.a. There is no basis for distinction among the various [REDACTED] in terms of relative size or the presence of [REDACTED] offices which would support a grade differential among the various Administrative Assistants; hence any upgrading would affect all fifteen positions."

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2. Notwithstanding the technicalities of grade classification, which I do not completely understand, it is very difficult to concur with the reasoning underlying the conclusion in 3.a., which is based principally on previous examinations. In the normal course, the stature of any position must depend to at least some extent on the number of subordinates, the amount and complexity of the funds involved, and the responsibility the occupant of the position is required to assume. To my own knowledge, the administrative handling [REDACTED] is a considerable problem, and requires knowledge, experience and responsibility considerably in excess of that required of the Administrative Assistant of a [REDACTED] office operating without sub-offices. Similarly, the knowledge of, and responsibility for, personnel relations, training methods, and work planning required by an individual supervising ten or fifteen girls for the benefit of ten or twenty intelligence officers, cannot fairly be called comparable to those of her opposite number in an office composed of three girls and three men. The actual work load is not the index; the responsibilities and duties of the two positions are wholly different.

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3. I do not concur with the reasoning that upgrading can be justified to remove the morale factor of the "dead-end" position. It would presumably be only a question of time before the GS-9 would appear to be as conclusively the end of the road. The C/S GS-13 grade is a much more critical "dead-end" problem.

4. I would much prefer it if the DD/A were to conclude that the position of Administrative Assistant in certain OO/C [REDACTED] has changed in character and responsibility to such an extent that the GS-9 grade is justified, and that

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25X1A6a [REDACTED] be specifically indicated as  
[REDACTED] A secondary recommendation could well be that the AD/O  
25X1A6a conduct an investigation of certain other [REDACTED] (notably [REDACTED], 25X1A6a  
[REDACTED]) in order to determine when the activities of  
these offices reach a point justifying the upgrading of their Administrative  
Assistant positions, and that he submit appropriate recommendations to the DD/A  
when he concludes that such a point has been reached.

5. The matter of actual promotion is a different problem, of course, and  
would depend on merit and the budget.

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6. With regard to the buckslip comment of the DD/A there is a real problem  
25X1A6a only in [REDACTED]. One would arise promptly, however, in [REDACTED], since  
the offices are so close and comparable. There is no real problem [REDACTED] 25X1A6a  
25X1A6a [REDACTED], but if the latter were not included most of my reasoning would fall  
25X1A6a apart. [REDACTED] should be next on the list.

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[REDACTED]

/E/M: ASHCRAFT

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